



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY

DETACHMENT, GUAM

PSC 455, BOX 172

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PERSUPPDETGUAMINST 3006.1C

Code 01

01 MAR 2005

PERSUPPDET GUAM INSTRUCTION 3006.1C

Subj: HEAVY WEATHER BILL

Ref: (a) USCINCPAC REP GUAM/COMNAVMARIANAS Joint Plan 101

- Encl:
- (1) Typhoon Condition III Checklist
 - (2) Typhoon Condition III (Set after working hours) Checklist
 - (3) Typhoon Condition II (Set during working hours or expected to after working hours) Checklist
 - (4) Typhoon Condition II (Set after working hours) Checklist
 - (5) Typhoon Condition I Checklist
 - (6) Typhoon Condition IV/Natural Disaster Muster Checklist

1. Purpose. To provide guidance to PERSUPPDET Guam personnel in the preparation for typhoons and other potentially disastrous natural events.

2. Cancellation. PERSUPPDETGUAMINST 3006.1B.

3. Responsibilities. The Disaster Preparedness Coordinator will keep this bill current in accordance with reference (a). The Command Duty Officer will ensure appropriate action is taken to prevent and minimize damage that can occur as a result of adverse weather/natural disasters. He/she will make all necessary reports to the Officer in Charge (OIC) via the Senior Enlisted Advisor (SEA).

4. Procedures. It is the responsibility of all hands to keep themselves informed as to weather conditions on Guam. Information is available on radio (WXM-85) and television stations, as well as from Naval Pacific Meteorological and Oceanography Center West/Joint Typhoon Warning Center Guam (dial 101 on base, 811 off base or 472-0900 for telephone recordings). The following procedures are to be followed when conditions of readiness (COR) are announced:

a. Condition of Readiness III. Condition of Readiness III is set when destructive winds (winds 50 knots/60 mph or greater) are expected within 72 hours. When condition III is set during normal working hours or is expected to be set after working hours, the actions listed in enclosure (1) are required. If set after working hours and spaces are not yet prepared, the actions listed in enclosure (2) are required.

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b. Condition of Readiness II. This condition is set when destructive winds are expected within 24 hours. When condition II is set during working hours or is expected to be set after working hours, the actions listed in enclosure (3) are required.

If set after working hours and spaces are not yet prepared, the actions listed in enclosure (4) are required.

c. Condition of Readiness I. This condition is set when destructive winds are expected within 12 hours. When Condition of Readiness I is set the actions listed in enclosure (5) are required.

d. COR IV is reset when winds drop below destructive strength. When Typhoon Condition IV is set following a typhoon, the actions listed in enclosure (6) are required.

5. Following a typhoon or any disastrous natural occurrence, a muster will be obtained using the procedures outlined in enclosure (6).

6. Other Natural Occurrences

a. Earthquakes. Guam is categorized as earthquake Zone 3 (major destructive earthquakes can occur) by the U. S. Geological Survey and has experienced many earthquakes of magnitude 5.0 (Richter) and above in its history.

(1) During an earthquake, if indoors, personnel should:

(a) Stay indoors.

(b) Get under a table, desk, bench or stand in a doorway, hallway or against an inside wall.

(c) Stay away from glass, especially windows and mirrors.

(d) Do not light matches, smoke or use flames until certain that there is no explosive hazard present.

(2) If outdoors, personnel should:

(a) Move away from buildings, utility wires, downed electrical wires and other potentially hazardous structures.

(b) If in a vehicle, stop and remain inside.

(3) After an earthquake.

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(a) Move outside of structures, if indoors, and if damage is suspected, do not return until the safety of the structure has been determined by competent authority.

(b) Seek high ground if flooding threatens.

(c) Do not shut off utilities unless lines are damaged or competent authority instructs.

(d) Assist casualties to medical facilities.

(e) Turn on radio (unless explosive hazard is suspected) to get latest emergency instructions.

(f) Stay off the telephone, except to report an emergency.

(g) If possible, muster on the field behind Building 5. Personnel assigned to outlying CSD's should report their status to their host command's quarterdeck at the earliest opportunity, then to the PSD duty section. If a damaging earthquake occurs after normal working hours, the Command Duty Officer will obtain a muster using the procedures outlined in enclosure (6).

(h) Continue to be aware of:

1. Falling objects from damage structures.
2. Fires and explosives (electrical shorts, ruptures of oil and gas lines, etc).
3. Local flooding from ruptured water pipes and tanks.
4. Landslides and soil subsidence (caving in).
5. Chemical poisoning (tank/pipe, leakage, vapor or smoke).
6. Tsunamis (see below)


b. Tsunamis. A tsunami is a seismic sea wave generated primarily by a submarine earthquake. The National Tsunami Warning Center is located at the Honolulu Observatory (HO), Ewa Beach, Oahu and is under the jurisdiction of the National Weather Service (NOAA)/Warnings and advisories from the HO are known as TSUNAMI WATCH, TSUNAMI WARNING, supplementary report, cancellation report and all clear messages. If a TSUNAMI WARNING is received which specifically identifies Guam as an endangered

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area, COMNAVMAR will activate disaster control threatened areas below Mean Sea Level (MSL) elevation of 50 feet or below (South Tipalao Housing at Naval Activity is the only housing below 50 feet MSL).

c. Volcanic Eruptions. Most volcanic activity has little impact outside the immediate area of existing active volcanoes. While Guam is not volcanically active at present, it is located in a region of sometimes intense volcanic activity. The largest potential threat to Guam results from ashfalls. Depending on their severity, significant ashfalls can impede visibility, clog or damage machinery and electronic equipment, and interfere with breathing. In the event of ashfalls, the Command Duty Officer will ensure that extra and/or special dust filters are used on all electronic equipment and that personnel are issued particulate filter masks of the industrial paper type for use.

7. Action. It is the responsibility of all officers, chief petty officers, section supervisors, civilian supervisors and command duty officers to become familiar with the actions to be taken during typhoons and other natural disasters.



E. L. WATSON

Distribution:
PSDGUAMINST 5216.1R
List I

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TYPHOON CONDITION III
CHECKLIST

(If set during normal working hours)

DEPARTMENT HEADS

1. Ensure all electrical and electronic equipment is unplugged and covered at the end of the workday.
2. Inspect all indoor and outdoor spaces for typhoon hazards.
3. Brief all personnel as to procedures to follow when conditions II and I are set.

DISBURSING OFFICER

1. Make arrangements to procure funds from local banks in the event that check cashing services are required after the storm.

MILITARY PERSONNEL DEPARTMENT HEAD

1. Condition III has been set. Ensure CSD has necessary supplies (i.e. sand bags, tape flashlights and batteries).
2. Provide the Command Duty Officer with the current number of active duty personnel and dependents on island.

Note: ALL DEPARTMENT HEADS ARE TO INFORM COMMAND DUTY OFFICER (CDO) WHEN ACTIONS ARE COMPLETED.

COMMAND DUTY OFFICER

1. Inform OIC, SEA and Department Heads that Condition of Readiness III has been announced.
2. Make arrangements to procure sand bags from Naval Activities.
3. Receive readiness reports from all Department Leading Petty Officers and inform the OIC and SEA and Disaster Preparedness Coordinator when all of the actions are completed and Conditions III requirements have been met by PSD Guam.
4. Inform the NAVACTS Disaster Control Officer or Command Duty Officer when actions are completed.
5. Notify CDO, PSAPAC when Condition III procedures are all completed.

Enclosure (1)

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OFFICER IN CHARGE

1. Ensure all Typhoon Condition III requirements have been met.

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TYPHOON CONDITION III
CHECKLIST

(If set after normal working hours)

COMMAND DUTY OFFICER

1. Inform the OIC/SEA, all Command Duty Officers, the Watchbill Coordinator and Transportation Officer that personnel are required to report to their designated locations within one hour after the setting of Condition II.

2. Inform own duty section that Condition III has been set and to muster at location assigned by Heavy Weather Watchbill within one hour of setting Condition II.

3. Obtain a voice muster of all personnel.

a. PSD Duty Officer will phone muster all personnel in duty section and notify them that Condition III has been set and direct him/her to report to the location assigned by the Heavy Weather Watchbill within one hour after setting Condition II.

b. CDO will phone muster all Chief Petty Officers and notify them that Condition III has been set and direct him/her to report to the location assigned by the Heavy Weather Watchbill within one hour after setting Condition II.

c. Watch Bill Coordinator will phone muster all E-1 to E6 personnel (not assigned on duty) and notify them that Condition III has been set and direct him/her to report to the location assigned by the Heavy Weather Watchbill within one hour after setting Condition II.

d. The Transportation Officer will voice muster all civilian personnel and report the status of the muster to the Command Duty Officer upon completion.

4. Inform the OIC/SEA once all personnel have been mustered.

Enclosure (2)

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TYPHOON CONDITION II
CHECKLIST

(If set during working hours or expected to
after normal working hours)

PSD DISASTER PREPAREDNESS COORDINATOR

1. Commence securing building. Direct PSD personnel to take the following actions:

- a. Take down all signs inside and outside.
- b. Secure all papers and loose objects.
- c. Disconnect all power cords. Take all machines off the desks.
- d. Arrange all furniture and office equipment for best possible protection from wind and water. Cover them whenever possible.
- e. Close all window blinds and all entrances.
- f. Brief all personnel as to procedures to follow when/if Condition I, then IV is set.
- g. Make report to Command Duty Officer when above actions are completed.
- h. Wait for Command Duty Officer's authorization to secure personnel to their homes/barracks.

COMMAND DUTY OFFICER

1. Inform OIC/SEA that Typhoon Condition II has been announced.
2. Procure sand bags from Naval Activities.
3. Ensure all government vehicles are filled with gasoline.
4. Advise all Department Heads to commence securing of building (i.e. wrapping computer equipment in plastic, closing window blinds, doors and a/c units, etc)
5. Inspect spaces with Disaster Preparedness Coordinator, once all Division Officers have reported that their spaces are set for Condition II. Notify OIC/SEA when building is properly secured.
6. Notify Naval Activities Disaster Control Officer that preparations for Condition II have been completed.

Enclosure (3)

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7. With OIC's permission, notify all Department Heads to secure their personnel to homes/barracks.
8. Turn off power main breaker. Secure to home/barracks.
9. Notify CDO, PSAPAC when Condition II procedures have been completed.

OFFICER IN CHARGE

1. Ensure all Typhoon Condition II requirements have been met.

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TYPHOON CONDITION II
CHECKLIST

(If set after normal working hours)

DEPARTMENT HEAD

1. Ensure all personnel report to their designated areas to assist in securing all PSD spaces.
2. Supervise securing all spaces.
3. Report to Command Duty Officer when Divisional spaces are set for condition II.
4. Wait for CDO's authorization to secure personnel to their homes/barracks.

COMMAND DUTY OFFICER

1. Notify OIC/SEA that Typhoon Condition II has been announced.
2. Ensure all hands (less civilians) muster at location assigned by Heavy Weather Watchbill.
 - a. Take down all signs inside and outside.
 - b. Secure all papers and loose objects.
 - c. Unplug all power cords.
 - d. Arrange all furniture and office equipment for best possible protection from wind and water. Cover them whenever possible.
 - e. Close all window blinds and all entrances.
 - f. Report to Command Duty Officer when all above steps are completed.
3. Procure sand bags from Naval Activities.
4. Ensure all government vehicles are filled with gasoline.
5. Inform OIC/SEA and Disaster Preparedness Coordinator when PSD spaces are all secured.
6. Notify Naval Activities Disaster Control Officer or Command Duty Officer that preparations for Condition II have been completed.

Enclosure (4)

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7. With OIC's authorization, secure all personnel to their homes/barracks.
8. Turn off power at main breaker.
9. Notify CDO, PSAPAC when Condition II procedures have been completed.

OFFICER IN CHARGE

1. Ensure Typhoon Condition II requirements have been met.

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TYPHOON CONDITION I
CHECKLIST

1. PSD Command Duty Officer will inform the OIC/SEA and Department Heads that Typhoon Condition I has been announced.
2. Ensure all hands remain within approved typhoon shelters until Condition IV is announced.
3. Notify CDO, PSAPAC when Typhoon Condition I has been announced.

Enclosure (5)

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TYPHOON CONDITION IV/NATURAL DISASTER
MUSTER CHECKLIST

COMMAND DUTY OFFICER

1. PSD Command Duty Officer will muster all personnel using the following procedures:

a. Personnel on the watchbill:

1. The senior member of the duty section will muster all personnel in the duty section (by phone or in person) and ascertain the status of their dependents and housing condition within one hour of the setting of Condition IV.

b. Personnel not on the watchbill.

1. Chief Petty Officers. The Senior Enlisted Advisor will muster all chiefs and report their status to PSD Command Duty Officer.

2. E1 to E6 personnel. The Enlisted Watchbill Coordinator will muster all E1 to E6 personnel and report their status to PSD Command Duty Officer.

3. Civilian personnel. The Transportation Officer will muster all civilians.

2. Reporting to work:

a. If Condition IV is set after working hours, Heavy Weather Teams will first muster by phone or in person with their duty section, then report at 0730 to their designated locations to assist in cleaning.

b. If Condition IV is set during regular working hours Heavy Weather Teams will first muster by phone or in person with their duty section, then report immediately to their designated locations to assist in cleaning. If the day is a regular workday (MON-FRI), Heavy Weather teams will report to their normal workplace after cleaning their designated locations.

3. The PSD CDO will report the status of all PSD spaces (including CSD) to the OIC as soon as is practical. The CDO will ensure all spaces are checked thoroughly for hazards (in and outdoors) by the senior member at each location.

Enclosure (6)

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OFFICER IN CHARGE/SEA

1. Report the status of the muster once received from the PSD Command Duty Officer to NAVACTS CDO and CO, PSA Pacific.